



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.  
Director  
ROBIN KAY, Ph.D.  
Chief Deputy Director  
RODERICK SHANER, M.D.  
Medical Director

September 18, 2015

**FedEx**

Dear Prospective Proposer:

**ADDENDUM NUMBER TWO REVISING  
THE REQUEST FOR PROPOSALS FOR  
CRISIS STABILIZATION PROGRAMS/PSYCHIATRIC URGENT CARE CENTERS  
(BID #DMH07242015B1)**

The Los Angeles County Department of Mental Health (DMH) is issuing Addendum Number Two (No. 2) to the Request for Proposals (RFP) for Crisis Stabilization Programs/Psychiatric Urgent Care Centers released on July 24, 2015 (BID #DMH07242015B1).

The following revisions are being made to the RFP:

- 1) **Section 7.2 RFP Timetable** shall be revised as follows:

The timetable for this RFP is as follows:

1. Release of RFP.....July 24, 2015
2. Request for a Solicitation Requirements  
Review Due.....August 31, 2015
3. Mandatory Proposers Conference.....September 8, 2015
4. Release of Proposers' Conference Transcripts.....**September 21, 2015**
5. Mandatory Letter of Intent.....**September 30, 2015**

**Proposals are due by Thursday, October 15, 2015**

**DEADLINE FOR PROPOSAL PACKAGE SUBMISSION  
at or before 12:00 P.M., P.S.T  
Thursday, October 15, 2015  
NO EXCEPTIONS**

Proposal packages are due at the **5<sup>th</sup> floor reception desk by 12:00 p.m.**, Pacific Standard Time, by **Thursday, October 15, 2015**. Any mail/delivery service to DMH's mail room on the 2<sup>nd</sup> floor may not be received by the due date. It is the Proposer's responsibility to ensure that

your proposal is submitted by the due date. There will be NO EXCEPTIONS.

Proposers intending to submit a proposal(s) in person, **must allow enough time to find parking, go through our security process on the first floor (show proper identification and get visitor pass), and take the elevators to the 5<sup>th</sup> floor.** It is the Proposer's responsibility to ensure that your proposal is submitted by the due date.

- 2) **Section 7.6 Mandatory Letter of Intent, Subsection 7.6.1** shall be revised as follows:

**7.6 Mandatory Letter of Intent**

- 7.6.1 Proposers shall submit a Mandatory Letter of Intent on agency's letterhead with original signature in order to be qualified to submit a proposal for this RFP. An original hard copy of the Mandatory Letter of Intent must be delivered to and received by DMH, Contracts Development and Administration Division, 5<sup>th</sup> floor (as specified below) at or before 12:00 p.m. (P.S.T) on **Wednesday, September 30, 2015**, which is 16 days (excluding holidays) after the Mandatory Proposers' Conference. The Mandatory Letter of Intent does not obligate an agency to submit a Proposal. The Mandatory Letter of Intent must be addressed to:

**County of Los Angeles-Department of Mental Health  
Contracts Development and Administration Division  
550 South Vermont Avenue, 5<sup>th</sup> Floor, Room 500  
Los Angeles, CA 90020**

**Attn: Richard Kushi, Chief**

**Please note: No facsimile (fax) or electronic mail (e-mail) copy will be accepted.**

- 3) **Section 7.8 Proposal Format, Subsections 7.8.1.14 and 7.8.1.17** shall be revised as follows:

- 7.8.1.14** Budget Narrative/Justification and Budget Sample Form-Section I (N/A to page limit).

- I.1 Proposer shall use the Budget Narrative/Justification Exhibit 10 and Budget Sample Form Exhibit 10.1, as set forth in Appendix D, to provide for the proposed UCC program.

**7.8.1.17 Proposal Required Forms-Appendix D-SECTION L**

Proposal shall include all completed, signed, and dated forms identified in Appendix D - Required Forms.

- |              |   |
|--------------|---|
| Exhibit 1    | Proposer's Organization Questionnaire/Affidavit   |
| Exhibit 2    | Prospective Contractor's Reference  |
| Exhibit 3    | Prospective Contractor's List of Contractors  |
| Exhibit 4    | Prospective Contractor's List of Terminated Contracts                                     |
| Exhibit 5    | Certification of No Conflict of Interest  |
| Exhibit 6    | Familiarity with the County Lobbyist Ordinance Certification                              |
| Exhibit 7    | Proposer's EEO Certification  |
| Exhibit 8    | Attestation of Willingness to Consider GAIN/GROW Participants                             |
| Exhibit 9    | Contractor Employee Jury Service Program Certification Form and Application for Exception |
| Exhibit 10   | Budget Narrative/Justification  |
| Exhibit 10.1 | Budget Sample Form  |
| Exhibit 11   | Charitable Contribution Certification   |
| Exhibit 12   | Default Property Tax Reduction Program  |
| Exhibit 13   | Proposer's Acknowledgement Of The Investment In Mental Health Wellness Grant Regulations  |

- 4) **Section 8.0 SELECTION PROCESS AND EVALUATION CRITERIA, Subsection 8.1 Selection Process** shall be revised as follows:

**8.1 Selection Process**

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate, and select the successful proposal(s). The selection process will begin with receipt of the proposal on **Thursday, October 15, 2015**.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department using the Informed Averaging Method (Board of Supervisors Policy No. 5.054). The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County **MAY** also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory agreement cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a Contract will not bind the Board of Supervisors to award a Contract to the prospective Contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible, and in the best interests of the County.

- 5) **Section 8.0 SELECTION PROCESS AND EVALUATION CRITERIA, Subsection 8.4 Proposal Evaluation and Criteria (10,000 points, 100%), Sub-subsection 8.4.9 Budget Narrative/Justification and Budget Sample Form-Section I (500 points, 5%)** shall be revised as follows:

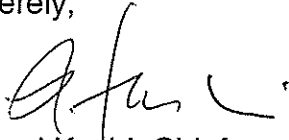
**8.4.9 Budget Narrative/Justification and Budget Sample Form-Section I (500 points, 5%)**

Proposer will be evaluated on their Budget Narrative/Justification (Appendix D, Exhibit 10) and Budget Sample Form (Appendix D, Exhibit 10.1) as set forth in Section 7.8.1.14, Section I of this RFP.

Prospective Proposer  
September 18, 2015  
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All other content will remain the same. No additional information will be provided by DMH staff.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Kushi', with a stylized flourish at the end.

Richard Kushi, Chief  
Contracts Development and Administration Division

RK:alm

Attachment (1)

c: Robin Kay, Ph.D.  
Dennis Murata, M.S.W.  
Deputy Directors  
District Chiefs  
Stephanie J. Reagan  
Michelle Cervera

